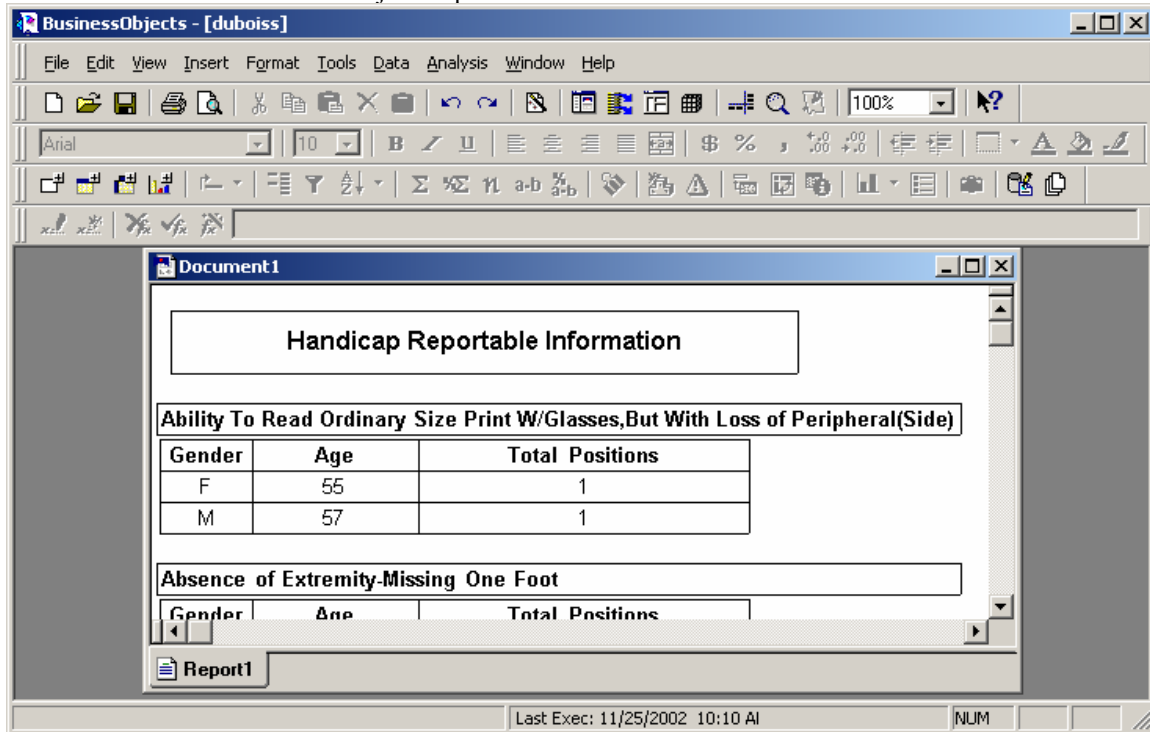


# How to Remove and Add Headers

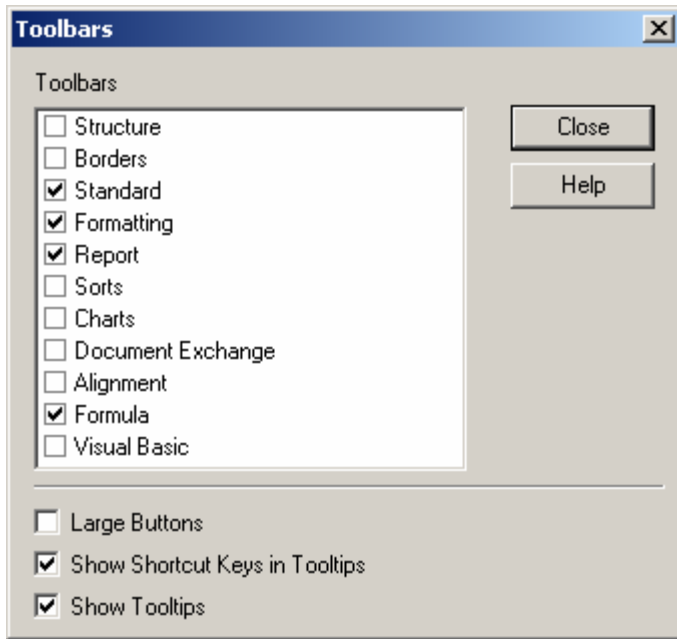
Business Objects reporting provides several ways of working with table headers. Here's a step-by-step explanation of one method.

Shown here is a basic Business Objects report with four rows of 'tools' or icons to work with.



Most users find it easier to click on icons instead of searching for words through the menu system. The four toolbar rows showing are: Standard, Formatting, Report and Formula.

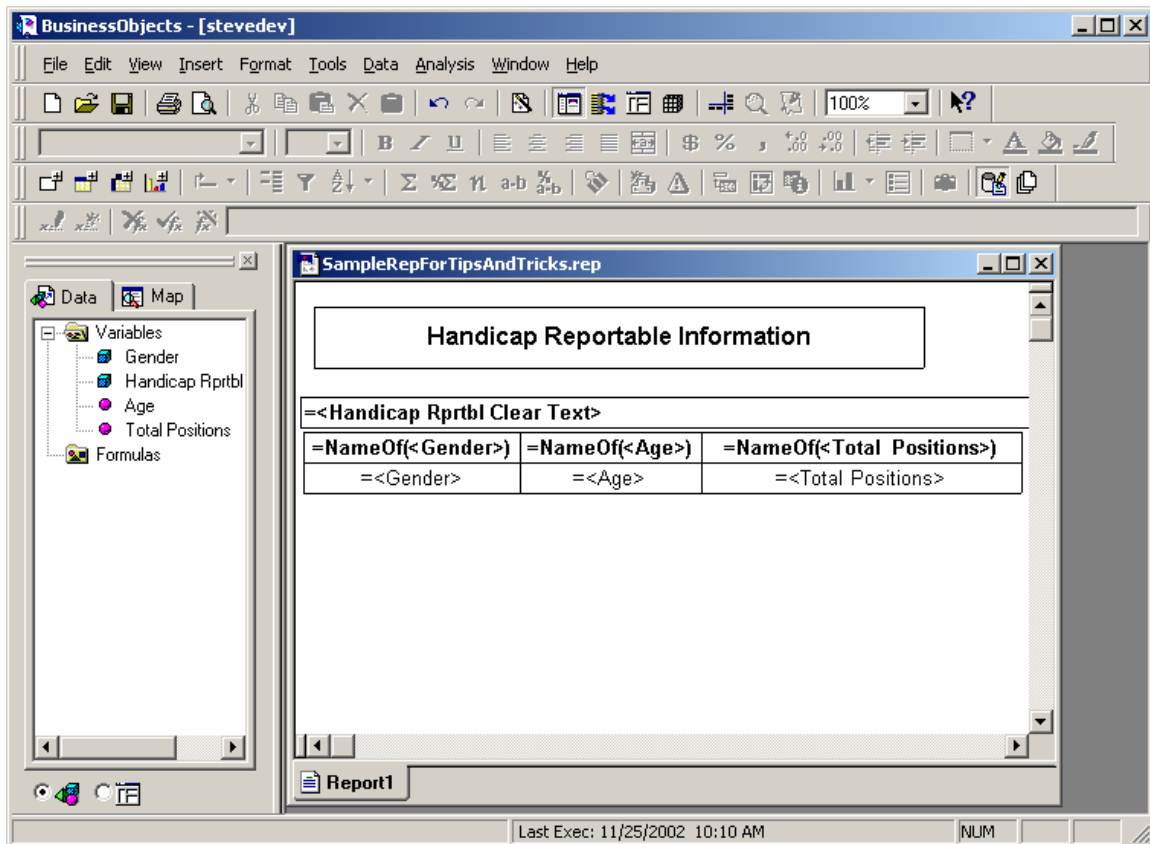
These toolbars can be added or subtracted from the desktop by checking or unchecking the toolbars dialog. This toolbar is accessed by clicking on the View, Toolbars menu. See next graphic below.



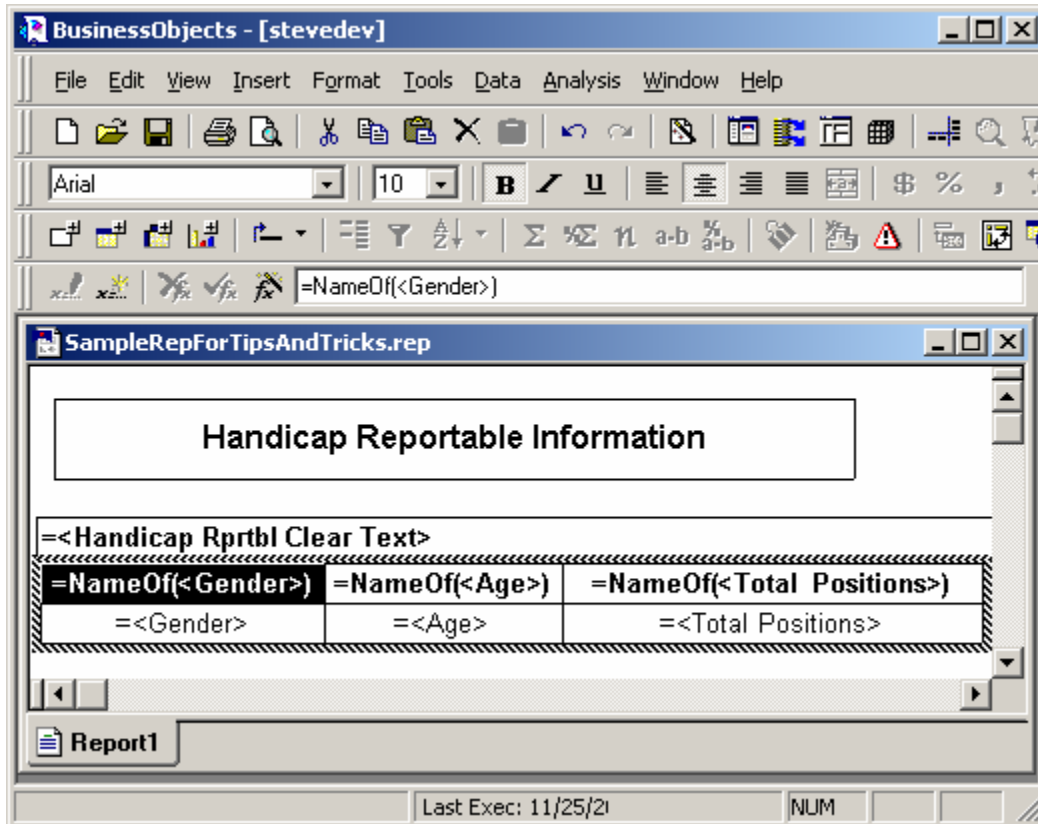
After making the selections shown, click on close.

### **Changing the Header on a Row of Table data**

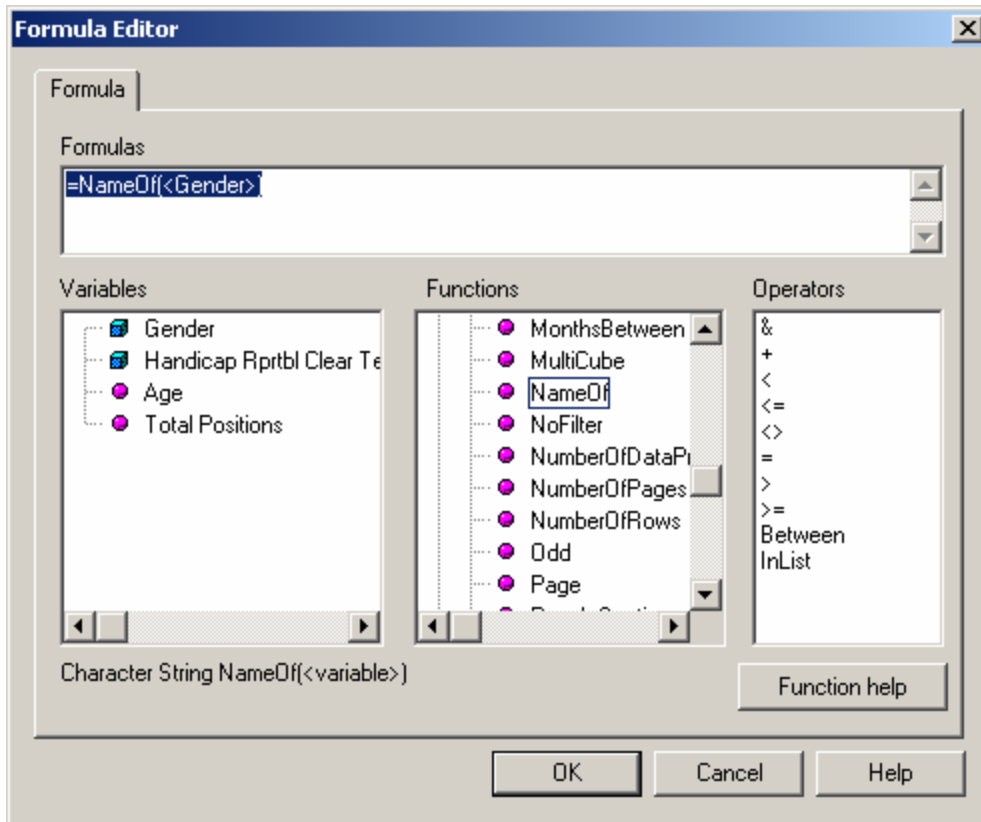
Click on the Structure Icon on the toolbar (third toolbar from the top, second icon from the right). The report will now look like this:



The fields of data are shown as =<Gender>, =<Age>, and =<Total Positions>. Directly above those fields is where the header is located. It is designated as =NameOf(<Gender>), =NameOf(<Age>) and =NameOf(<Total Positions>). If you single click on the header cell, the same information will be displayed in the formula bar as shown here:



If I wanted to change the name of the header I can go up to the formula bar, highlight the word =NameOf(<Gender>) and make the change. I can also change the header by double-clicking on the header information and start typing the new header. Here's something else I can do at the Formula Bar. Click on the icon that looks like a magic wand hovering over the f of x symbol, directly to the left of the words =NameOf(<Gender>). That takes me to the formula editor as shown here:



At this point I can add something to this field. Logically, the only thing I would want to add here would be a text descriptor using the concatenation operator (the ampersand symbol in the Operators window). The formula editor will be covered in greater depth in another Tips and Tricks entry that will be posted to the Web at a future date.

### **Deleting the Header information**


There may be certain instances where you do not wish to have header information displayed. Simply highlight all of the header row (move cursor over to the left of the first header title until the cursor changes to a solid black arrow pointing to the right, click on the row and click on the icon for delete (it's the X on the top toolbar row next to the paste icon). If you hit the delete key on the keyboard, that doesn't do it. It will only clear the headers from the cells. You must use the X icon, if that's the method you use.

**However**, what if that was not your intention. Not to worry. Here's how to get your header row back:

Click in one of the data fields until you see a 'hashed' border around the table. Right click on the mouse and a submenu comes up. Move the highlight down to the Format Table command and this dialog appears:

**Table Format** [X]

General | Page Layout | Pivot | Border | Shading | Appearance



 You can name the selected block and set how headers, footers, rows and columns are displayed.

Name:

**Headers and Footers**

☒ Show Header  
☐ Show Footer  
☐ Fold

**Orientation**

 ☒ Down  
 ☐ Across

**Display**

☐ Avoid Duplicate Rows Aggregation ☐ Show Variable Header

**Columns**

Columns:  Spacing:  1/16th Inch

OK Cancel Apply Help

Click on the Show Header checkbox and click on the OK command button. Your headers will reappear. Some of you observed that this is another method of removing the headers rather than going through the steps outlined above. Click in a data field until the hash marked border appears, right click the format table and uncheck (click in the Show Header) the checkbox.